Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Caraga Regional Office No. 13
CSU Campus, Ampayon, Butuan City
Tel. # (085) 342-5345, Fax #: 342-5684
Email address: dostcaraga@yahoo.com

REQUEST FOR QUOTATION

Company Name: _____ *Date:* 1/18/2021
Address: _____ *Quotation#:* **016-2021**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

IMELDA S. MEZO
Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	Labor for the cleaning of DOST Caraga Airconditioning Units for CY 2021	1	LOT	
	- 13 units window type			
	- 18 units floor mounted/standing type			
	- 7 units wall type			
	- cleaning will be done every quarter			
	Inclusive of:			
	- check-up for other defective aircondition units, with service report			
	- service and completion report for cleaning of aircondition units			
	Purpose: Repair and Maintenance of DOST Caraga aircon units for CY 2021.			
	PR#: 2021-01-016			

_____
Printed Name/Signature of Supplier

_____
Contact Number

_____
Date